



CANNON BUILDING  
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DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE**  
**BOARD OF PLUMBING AND HVACR EXAMINERS**

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF PLUMBING &amp; HVACR EXAMINERS</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, May 13, 2014 at 8:30 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b> , second floor of the Cannon
<b>MINUTES APPROVED:</b>	June 10, 2014

**MEMBERS PRESENT**

Dean Sherman, Professional Member, President  
Carol Guilbert, Public Member, Secretary  
Frank Beebe, Professional Member  
Harold Caswell, Professional Member  
Gerard Pepeta, Professional Member  
James Anderson, Public Member  
John Brady, Public Member

**MEMBERS ABSENT**

Charles Robbins, Professional Member, Vice President

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Kevin Maloney, Deputy Attorney General  
Latonya Brown, Administrative Specialist II

**OTHERS PRESENT**

Chuck Davidson, DPH  
Michael Wilson, applicant  
Timothy Houser, applicant  
James Permelia, NCC

**CALL TO ORDER**

Mr. Sherman called the meeting to order at 8:51 am.

**REVIEW OF MINUTES**

A motion was made by Mr. Beebe, seconded by Ms. Guilbert, to approve the April 8, 2014 minutes. The motion carried unanimously.

**UNFINISHED BUSINESS**

Re-Review of Applications

A motion was made by Mr. Pepeta, seconded by Mr. Caswell to propose to deny the Master HVACR application of Richard Masi. Mr. Masi has failed to provide the Board with 7 years of experience under the direct supervisor of a Master HVACR licensee. The motion carried unanimously.

A motion was made by Mr. Pepeta, seconded by Mr. Caswell to approve James Johnson to take the Master HVACR Restricted By-pass Exam. The motion carried unanimously.

#### Proposal to Deny Hearing-Timothy Houser

The Proposal to Deny Hearing for Mr. Mitchell went on record at 8:53 a.m. with introductions of the Board members. Mr. Houser was sworn in at 8:55 a.m. Mr. Houser presented the Board with references. The hearing went off record at 9:07 a.m. for Board deliberations. The hearing resumed at 9:12 a.m. with Mr. Brady making the motion, seconded by Ms. Guilbert, to approve Timothy Houser to take the Master Plumber Exam. The motion carried unanimously.

#### Signing of Order

The Board signed the Orders of David Mitchell and Stephen Creseitelli.

### **NEW BUSINESS**

#### Review & Discussion of Hearing Officer Recommendation- David Mitchell

A motion was made by Mr. Sherman, seconded by Ms. Guilbert to accept the Hearing Officer's Recommendation of David Houghton. The motion carried unanimously.

#### Review of Examination Applications

A motion was made by Mr. Beebe, seconded by Mr. Caswell, to approve Michael Wilson to take the Master Plumber Exam. The motion carried unanimously.

A motion was made by Mr. Beebe, seconded by Mr. Caswell, to approve Kenneth Zajackowski to take the Master Plumber Exam. The motion carried unanimously.

A motion was made by Mr. Beebe, seconded by Mr. Caswell, to approve Phil Brady to take the Master Plumber Exam. The motion carried unanimously.

#### Ratification of Applications

A motion was made by Mr. Sherman, seconded by Mr. Caswell, to ratify the application of James Jones (Master Plumber). The motion carried unanimously.

#### Examination Passing Results

No results to provide from Prometric.

#### Elections

A motion was made by Mr. Brady, seconded by Mr. Beebe to elect the same officers as previous. Mr. Sherman will remain President and Mr. Robbins will remain Secretary.

#### Complaint Status

34-06-12 Assigned to Board  
34-11-12 Closed  
34-07-13 Closed  
34-08-13 Closed  
34-03-12 Closed  
34-09-13 Referred to AG  
34-10-13 Open

34-11-13 Assigned to Board  
34-13-13 Open  
34-14-12 Referred to AG  
34-04-13 Open  
34-14-13 Open  
34-15-13 Open

**OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)**

**Discussion of Potential CE Requirements/ Discussion & Update on Continuing Education**

Ms. Brown handed the draft regulation for continuing education. Mr. Brady suggested that we offer an Ethics course. Mr. Maloney stated that he will add Business Practices and Ethics to both categories. Mr. Maloney stated that he will get the draft of the regulation to the Registrar as soon as possible. Mr. Maloney advised that the Board keep "Update on Continuing Education" on the agenda for public awareness.

**Discussion of Delaware Code 1831 (a) (b)**

Mr. Maloney suggested that he will mention to the Electrical Board about possible changes to the length of time to pass exam and the process of obtaining a temporary license. This information will be presented at the next Board meeting.

**PUBLIC COMMENT**

Mr. Permelia inquired when the next Electrical meeting will be taking place to discuss provisions of Delaware Code 1831 and if it was open to the public. Mr. Maloney informed Mr. Permelia that the next Electrical meeting is June 4, 2014 and that the meeting is open to the public.

**NEXT SCHEDULED MEETING**

The next board meeting will be held on June 10, 2014 at 8:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

A motion was made by Mr. Sherman, seconded Mr. Caswell, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 9:40 am.

Respectfully submitted,



**LaTonya Brown**  
Administrative Specialist II